

**Enrolled Minutes of the Twenty-eighth Regular or Special Meeting  
For the Twenty-Seventh Highland Town Council  
(Rescheduled) Regular Meeting  
Thursday, December 28, 2012**

*Study Session.* The Twenty-Seventh Town Council of the Town of Highland, Lake County, Indiana met in a study session preceding the regular meeting on Thursday, December 28, 2012 at 6:45 o'clock P.M. in the regular place, the meeting chambers of the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana.

**Silent Roll Call:** Councilors Bernie Zemen, Mark Herak, Dan Vassar, Brian Novak and Konnie Kuiper were present. The Clerk-Treasurer, Michael W. Griffin was present to memorialize the proceedings. A quorum was attained.

**General Substance of Matters Discussed.**

1. The Town Council discussed the agenda of the imminent regular meeting.

The study session ended at 6:59 O'clock p.m.

*Regular meeting.* The Twenty Seventh Town Council of the Town of Highland, Lake County, Indiana met in its regular (rescheduled) session on Thursday, December 28, 2012 at 7:00 O'clock P.M. in the regular place, the plenary meeting chambers of the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana.

The Council President Bernie Zemen presided and the Town Clerk-Treasurer, Michael W. Griffin, was present to memorialize the proceedings.

Councilor Konnie Kuiper recited the Pledge of Allegiance to the Flag of the United States of America and offered a prayer.

**Roll Call:** Present on roll call were Councilors Bernie Zemen, Mark Herak, Dan Vassar, Konnie Kuiper and Brian Novak. The Clerk-Treasurer, Michael W. Griffin was present to memorialize the proceedings. A quorum was attained.

**Additional Officials Present:** Rhett L. Tauber, Town Attorney; and Peter T. Hojnicky, Metropolitan Police Chief were present.

**Minutes of the Previous Meetings**

The minutes of the regular meeting of December 10, 2012 and the Special Meeting of December 17, 2012 were approved by general consent.

**Unfinished Business and General Orders:**

1. **Resolution No. 2012-61:** A Resolution of The Fiscal Body Of The Town Of Highland Fixing The Official Faithful Performance Bond Of The Municipal Fiscal Officer Pursuant to I.C. 5-4-1 Et Seq.

Councilor Herak moved the passage and adoption of Resolution No. 2012-61. Councilor Kuiper seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The resolution was adopted.

**TOWN of HIGHLAND  
Town Council Resolution No. 2012-61**

**A RESOLUTION of the FISCAL BODY of the TOWN of HIGHLAND FIXING the OFFICIAL FAITHFUL PERFORMANCE BOND of the MUNICIPAL FISCAL OFFICER PURSUANT to I.C. 5-4-1 et seq.**

**WHEREAS,** The Town Council of the Town of Highland serves as both the legislative and fiscal body of the municipality, all pursuant to I.C. 36-1-2-6, I.C.36-1-1-2-9 and I.C. 36-5-2-2;

**WHEREAS**, The Clerk-Treasurer is required to file an individual surety bond conditioned on the Clerk-Treasurer's faithful performance of the duties of the office of clerk-treasurer, including the duty to comply with I.C. 35-44-1-22 pursuant to I.C. 5-4-1-18(2) with such filing subject to I.C. 5-4-1-9;

**WHEREAS**, The Highland Town Council now desires to comply with the provisions of law identified herein,

**NOW, THEREFORE, BE IT ENACTED** by the Town Council of the Town of Highland, Lake County, Indiana, as follows:

**Section 1.** That the Town Council hereby fixes the Individual surety for the clerk-treasurer for the year 2013 in the amount of Three Hundred Thousand Dollars (\$300,000);

**Section 2.** That the Town Council hereby finds and determines that the subject amount fixed for the bond is established according to the values and thresholds set forth in I.C. 5-4-18(c), which particularly states in pertinent part:

(a) The amount must equal thirty thousand dollars (\$30,000) for each one million dollars (\$1,000,000) of receipts of the officer's office during the last complete fiscal year before the purchase of the bond, which such amount being in Fiscal Year 2011 a net revenue of Forty-three million, two hundred twenty-eight thousand, nine hundred eighty dollars and eighty-four cents (\$43,228,980.84) for the purposes of the clerk-treasurer surety; and

(b) The amount may not be less than Thirty Thousand dollars (\$30,000) nor more than Three Hundred Thousand Dollars (\$300,000);

**Section 3.** That the Clerk-Treasurer be instructed and authorized to procure a surety bond pursuant to this resolution and that the proper officers take such steps as necessary to carry out the objects and purposes of this resolution;

**Section 4.** That the signature of the proper officer engrossed upon on the surety bond, shall represent the approval by the legislative body as set forth in IC 5-4-1-8(a)(6).

**DULY RESOLVED and ADOPTED** this 28<sup>th</sup> Day of December 2012, by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of 5 in favor and 0 opposed.

**TOWN COUNCIL of the TOWN of  
HIGHLAND, INDIANA**

Bernie Zemen, President

**Attest:**

Michael W. Griffin, IAMC/MMC/CPFA/CPFIM  
Clerk-Treasurer

2. Action on proposal for renewal of Underground Tank Insurance as presented by Brown Insurance Group.. Colony Insurance is underwriter. Action would be for the period 1/1/2013 through 12/31/2013. The Town is being offered \$1,000,000 of broad form coverage for a premium of \$2,070 plus \$54.25 in surplus lines tax and an inspection fee of \$100. This represents a total cost of \$2,224.25, an increase of \$49.20 from the prior year.

Councilor Herak moved to approve the underground insurance underwritten by Colony, with Brown Insurance Group as the agent. Councilor Novak seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. Insurance policy was approved.

3. Action to approve pay for employee at higher than starting pay for the range of the position, pursuant to Section 2 (a) of Ordinance No. 1511 the Wage and Salary Ordinance, as amended.

*3.1 The Metropolitan Police Chief requests to increase pay for Marilyn Thompson, a part-time records clerk from current pay of \$8.49 to \$9.59.*

Councilor Kuiper moved to approve the increase in pay as requested. Councilor Vassar seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The pay increase was approved.

4. Action to approve purchase of up to one-week of vacation time in lieu of time off, pursuant to Section §5.02.09 of the Compensation and Benefits Ordinance. The Building Commissioner seeks a purchase of five (5) days of his current vacation time, in the amount of \$1,180.26.

Councilor Kuiper moved to approve and authorize the purchase of the vacation as indicated. Councilor Herak seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The one-week vacation buy back for Kenneth Mika was approved.

With leave from the Council, Councilor Novak expressed his desire to review and perhaps modify the policy regarding vacation purchases.

5. **Resolution No. 2012-62:** A Resolution Approving an Interlocal Cooperation Agreement between the Incorporated Town of Highland and the School Town of Highland for the Utilization of School Resource Officer Program Services.

Councilor Novak moved the passage and adoption of Resolution No. 2012-62. Councilor Herak seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The resolution was adopted.

**TOWN OF HIGHLAND  
TOWN COUNCIL RESOLUTION No. 2012-62**

**A Resolution Approving an Interlocal Cooperation Agreement between the Incorporated Town of Highland and the School Town of Highland for the Utilization of School Resource Officer Program Services**

**WHEREAS**, Indiana Code 36-1-7-1, et seq., allows local government entities to make the most efficient use of the powers by enabling them to mutually utilize services for the mutual benefit of each other; and

**WHEREAS**, The Incorporated Town of Highland and the School Town of Highland, Lake County, Indiana are municipal corporations empowered by the aforesaid Interlocal Cooperation Act, as amended, with authority to contract with each other on a basis of mutual advantage so as to better provide public services and facilities at a shared cost; and

**WHEREAS**, The Incorporated Town of Highland and the School Town of Highland desire to enter into a joint agreement pursuant to IC 36-1-7-1, et seq., to provide for the ability and flexibility to obtain for the Highland Students certain gang resistance training, a heightened law enforcement presence in the local public schools as well as other related services for the mutual benefit of the participating entities, and at a shared cost;

**NOW, THEREFORE BE IT RESOLVED**, by the Town Council of the Town of Highland, Lake County as follows:

**Section 1.** A joint agreement, a copy of which is attached and incorporated herein by reference, among and between the Incorporated Town of Highland and the School Town of Highland entered into by the Town of Highland by and through its Town Council, this \_\_\_\_ Day of \_\_\_\_\_ 2012 is hereby authorized and approved in each and every respect.

**Section 2.** The purpose of this agreement is to authorize and allow the Town Council of the Town of Highland and the School Board of Trustees to act as a joint board of the two participating entities to mutually support and utilize certain specified services associated with the School Resource Officer Program for the mutual benefit of the participating entities at shared costs.

**Section 3.** The Clerk-Treasurer of the Town of Highland is hereby authorized to execute the duties related to the payment, collection and accounting for all moneys of this joint undertaking, pursuant to the terms of this agreement, in a manner that is mutually acceptable with the duly constituted and acting fiscal officer of the School Town of Highland.

**Section 4.** The governing boards of the participating entities may be convened as a joint board, or may act as a joint board at separate meetings of the respective governing bodies of the participating entities in which the entities concur.

**Section 5.** The governing boards of the participating entities may create a committee comprised of representatives from both participating entities or may designate a single individual from each of the participating entities, which may perform such administrative ministerial duties as the joint board may direct and the agreement may provide.

**Section 6.** The President of the Highland Town Council and the Clerk-Treasurer are hereby authorized to execute the joint Interlocal Governmental Agreement with their signatures and any additional documents in order to implement the agreement.

**Section 7.** This agreement shall be effective as indicated in and pursuant to its provisions, after the agreement has been authorized and approved by each of the participating entities, evidenced by passage and adoption of a similar Resolution all pursuant to I.C. 36-1-7-2.

**Section 8.** That upon its approval, this agreement repeals the agreements governing the school resource officer program, the first adopted January 17, 1997 and its succeeding agreements.

**Section 9.** That before this agreement takes effect, it must be recorded with the Office of the Lake County Recorder. No later than sixty (60) days after it takes effect and is recorded, the agreement must be filed with the Office of the State Board of Accounts for audit purposes, all pursuant to I.C. 36-1-7-6.

**Duly Adopted** by the Town Council of the Town of Highland, Lake County, Indiana, this 28<sup>th</sup> day of December 2012. Having been passed by a vote of 5 in favor and 0 opposed.

**TOWN COUNCIL of the TOWN of  
HIGHLAND, INDIANA**

Bernie Zemen, President (IC 36-5-2-10)

Attest:

Michael W.Griffin, IAMC/MMC/CPFA/CPFIM  
Clerk-Treasurer (IC 33-16-4-1; IC 36-5-6-5)

#### **INTERGOVERNMENTAL AGREEMENT**

This Interlocal Governmental Agreement made and entered into in accordance with I.C. 36-1-7 by and between the TOWN OF HIGHLAND (hereinafter called "Town") and the SCHOOL TOWN OF HIGHLAND (hereinafter called "School Town"), both municipal and corporations organized and operating under the laws of the State of Indiana.

#### **WITNESSETH THAT:**

**WHEREAS**, the Town desires to provide a Town of Highland Police Officer to the School Town to serve in the capacity as School Resource Officer to instruct both the G.R.E.A.T. curriculum and the Officer Friendly program, and to perform other related duties.

#### **THEREFORE, IT IS AGREED AS FOLLOWS:**

1. The Town agrees to provide to the School Town the service of one (1) Highland police officer to serve as a School Resource Officer. The purpose of the School Resource Officer will be to minimize the potential for hate crimes/bullying, alcohol and drug-related use, gang-related activities, and disruption and/or criminal behavior in and around schools, such as theft, vandalism, truancy, etc. in the most effective and efficient manner possible. Said officer, who shall remain an employee of the Town, shall provide services as presented in a School Resource Officer Job Description, a copy of which is on file with the Town and the School Town. Said job description may be amended from time to time by a written amendment to this Agreement signed by representatives of both parties.

2. In consideration of the same, the School Town agrees to pay for said services in accordance with the terms of this Agreement the amount of **\$67,408.66 for a period of 180 days** during the 2012/2013 school year. The basis for said compensation to the Town is presented as an exhibit to this agreement incorporated herein by reference. The School Town's compensation shall be paid in two (2) equal installments, as follows:

- (A) the first being due on or before December 31, 2012;
- (B) the second payment being due on or before June 30, 2013.

3. The Clerk-Treasurer of the Town shall be authorized to execute the duties of receiving payments from the School Town as described in paragraph two (2) and of disbursing and accounting for all such monies in a manner consistent with the terms of this Agreement.

4. The School Resource Officer will be assigned on a full-time basis to the School Town the equivalent of up to one hundred eighty (180) days during the school year. The School Town will only be financially responsible for the equivalent number of days actually worked by the School Resource Officer.

5. The School Resource Officer will wear clothing that will easily identify him or her as a police officer.

6. The School Resource Officer will not take personal time off when school is in session. If sick, he must notify the receptionist at the School Town Administration Center. A substitute may be assigned subject to mutual approval of the Police Chief and the School Superintendent.

7. Lunch must be eaten in a School Town cafeteria unless prior arrangements have been made with the Superintendent/designee.

8. The Town will assume all costs and responsibility of initial and ongoing training associated with the School Resource Officer position. Any vehicle or additional equipment or expenses necessary for the program shall be paid for by the Town.

9. The Town shall be responsible for selecting the police officer to serve as the School Resource Officer, subject to the consent and approval of the School Town. The School Town has final authority on the content of all instructional materials used by the School Resource Officer.

10. The administration of the terms of this Agreement shall supersede any previous Agreement and shall be accomplished through the Superintendent of the School Town or designee and the Chief of Police or designee.

11. Any other provision of this Agreement to the contrary notwithstanding this Agreement may be changed or modified only with the written consent of both parties.

12. All notices or communications provided herein shall be in writing and delivered either in person or via certified or registered United States mail, return receipt requested, and with the proper postage prepaid, addressed to the party for whom such notice or communication is intended.

13. Should any part, term, or provision of this Agreement be determined by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining portion or provisions shall not be affected thereby.

14. No failure or delay in performance of the executed service Agreement by either party shall be deemed to be a breach when such failure or delay is occasioned by or due to any Act of God, strike, lockout, war, riot, epidemic, explosion, sabotage, the binding order of any court or governmental authority, or any other cause, whether of the kind enumerated above or otherwise, not within the control of the party claiming suspension, actually provided that no cause or contingency shall relieve the School Town of its obligation to make payment for the services of the School Resource Officer programs actually provided by the Town.

15. This Interlocal Agreement may be executed in several counterparts, each of which when so executed shall be deemed to be an original, and such counterparts, together, shall constitute but one and the same instrument, which shall be sufficiently evidenced by any such original counterpart.

16. Before this agreement takes effect, it must be recorded with the Office of the Lake County Recorder. No later than sixty (60) days after it takes effect and is recorded; the agreement must be filed with the Office of the State Board of Accounts for audit purposes, all pursuant to I.C.36-1-7-6.

#### Participant Counterpart

**EFFECTIVE DATE.** This agreement shall be effective after the same has been ratified by each of the participating entities by Ordinance or Resolution all pursuant to I.C.36-1-7-2.

**IN WITNESS WHEREOF,** the parties have caused this Interlocal Agreement to be executed in their names and on their behalf as of the date first written above.

TOWN OF HIGHLAND, INDIANA  
3333 Ridge Road, Highland, Indiana 46322

Through its Town Council

By: \_\_\_\_\_  
Bernie Zemen, Town Council President

Attest:

\_\_\_\_\_  
Michael W. Griffin, IAMC/MMC/CPFA/CPFIM  
Clerk-Treasurer

Participant Execution Date: \_\_\_\_\_

Approved as to Legality and Form:

\_\_\_\_\_  
Rhett L. Tauber, Attorney

#### Participant Counterpart

**EFFECTIVE DATE.** This agreement shall be effective after the same has been ratified by each of the participating entities by Ordinance or Resolution all pursuant to I.C. 36-1-7-2.

**IN WITNESS WHEREOF**, the parties have caused this Interlocal Agreement to be executed in their names and on their behalf as of the date first written above.

SCHOOL TOWN OF HIGHLAND, INDIANA  
9145 Kennedy Avenue, Highland, Indiana 46322

Through its Board of Trustees

By: \_\_\_\_\_  
Lawrence Vassar, President

Attest:

\_\_\_\_\_  
Carol Green-Fraley, Secretary

Participant Execution Date: \_\_\_\_\_

Approved as to Legality and Form:

\_\_\_\_\_  
Rhett L. Tauber, Attorney

**Assumed Cost for School Resource Officer  
2012-2013  
Exhibit**

<b>Salary</b>	<b>2012</b>	<b>2013</b>
Assigned officer's Sergeant base Salary	\$ 59,236.06	\$ 60,420.88
Assigned officer's longevity	\$ 1,206.40	\$ 1,206.40
One Time Pay Premium		
<b>Subtotal:</b>	<b>\$ 60,442.46</b>	<b>\$61,627.28</b>
<b>Benefits</b>		
Medical Insurance (Family coverage)	\$ 20,719.67	\$ 21,651.85 *
Dental Insurance	\$ 1,216.56	\$ 1,338.22 **
Life Insurance (\$8.25 mo. plus \$1.50 per mo. For dep. Coverage)	\$ 117.00	\$ 117.00
Medicare	\$ 876.42	\$ 893.60
Employer Contribution to PERF	\$ 11,744.55	\$ 11,744.55
Workers Compensation Insurance (1.82/\$100 salary)	\$ 1,100.05	\$ 1,121.62
Law Enforcement Liability Insurance (no discrete premium)	\$ -	\$ -
<b>Subtotal Benefits:</b>	<b>\$ 35,774.25</b>	<b>\$36,866.82</b>
<b>Grand Total:</b>	<b>\$ 96,216.71</b>	<b>\$98,494.10</b>
Instruction Days: 180		
School Year Days: 260		
* Assumes an 4.5% increase	Daily based upon 260 days	
** Assumes a 10% increase	\$ 370.06	\$ 378.82
School Compensation for 2012-2013 School Year:		
2012 Days Students are in School = 89 based upon school calendar		
Daily rate: $=(\$96,216.71)/260 = \$370.06$	Semester 1:	<u>\$ 32,935.72</u>
2013 Days Students are in School = 91		
Daily rate: $(\$98,494.10)/260 = \$378.82$	Semester 2:	<u>\$ 34,472.94</u>
*** PERF Employer Remains 19.7% in 2012 & 2013	<b>School Total:</b>	<b>\$67,408.66</b>
1st Installment Due by December 31, 2012:		\$ 33,704.33
2nd Installment Due by June 30, 2013:		\$ 33,704.33

6. **Introduced Ordinance No. 1530:** An Ordinance Amending the Highland Municipal Code Section 2.05.050 Dividing the Town into Districts for the Purpose of Conducting Elections of Town Council Members, pursuant to IC 36-5-2-4.1(g)(1), Repealing All Ordinances in Conflict Therewith, And Declaring an Emergency. *The ordinance was introduced by Councilor Herak at the meeting of 10 December 2012. There was no further action.*

Councilor Herak moved the passage and adoption of Ordinance No. 1530. Councilor Vassar seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The ordinance was adopted.

**Town of Highland  
Ordinance No. 1530**

**An Ordinance Amending the Highland Municipal Code Section 2.05.050 Dividing the Town into Districts for the Purpose of Conducting Elections of Town Council Members, pursuant to IC 36-5-2-4.1(g)(1), Repealing All Ordinances in Conflict Therewith, And Declaring an Emergency.**

**Whereas**, I.C. 36-5-2-4.1 is the statutory authority for Council Members, by ordinance, to divide the Town into districts for the purpose of conducting elections of Town Council members; and

**Whereas**, IC 36-5-2-4.1 (g)(1), provides that the Town Council of the Town of Highland, Indiana is required in 2012 to perform a reapportionment of its legislative districts, based upon the 2010 Census, but provides that the division of the legislative districts may be made in any other year;

**Whereas**, The Town Council now desires to comply with the provisions of I.C. 36-5-2-4.1 and act to adopt new election districts based upon the 2010 Decennial Census,

**Now, therefore, be it hereby ordained** by the Town Council of the Town of Highland, Lake County, Indiana, as follows:

**Section 1.** That the Municipal Code be amended by deleting Section 02.05.050 in its entirety and replacing it with a new section to be styled as Section 02.05.050 to be called Election Districts of the Town Council, which shall read as follows:

**2.05.050 Election districts of the town council.**

(A) The Town shall be divided into five election districts.

(B) The town council shall be comprised of five members with one member from each district.

(C) Each member of the town council shall reside in the district that he or she represents as member of the town council and from which he or she was elected and shall forfeit office if the member ceases to be a resident of the district, pursuant to I.C. 36-5-2-6 (c)

(D) The members of the Highland town council shall be elected at-large by the voters of the whole town.

(E) In order to carry out the purposes of conducting town council elections, the town is hereby divided into five districts, as shown on the official district map which, together with all explanatory matters thereon, is hereby adopted by reference and made a part of this code.

(F) The five election districts are hereby established and fixed as depicted, described and particularly identified and set forth in the portion of the Highland Municipal Code styled as Special Regulations and to the extent that they possess the proper nexus to this section, are a part of this code.

(G) A reference in this code to the boundary of a political subdivision, a precinct boundary, or an election district boundary refers to the precinct or boundary as the precinct or boundary existed on the date of adoption of the ordinance. A change in the boundary of a political subdivision, precinct, or election district following the date of adoption of the ordinance does not alter the boundaries of the election districts established by the ordinance codified in this section, pursuant to IC 36-1-6-10. [Ord. 1329 § 1, 2006. Code 2000 § 30.05].

(H) A previously adopted ordinance establishing election districts remains in effect for the purpose of filling a vacancy in the fiscal, or legislative body until the expiration of the term of that office, all pursuant to IC 36-1-6-10 (b).

**Section 2.** That the Highland Municipal Code be amended by adding a new chapter to the portion of the Code styled as Special Regulations, which shall read as follows:

**Chapter V. Town Council Election Districts Described**

Pursuant to 02.05.050 (E) and (F) of the Highland Municipal Code, the following further and more particularly describe the five election districts of the Town Council of the Town of Highland, and are hereby fixed as follows:

**District Ward) One.** That Town Council District One (1) shall be comprised of the following precincts or parts of precincts, represented by Blocks as determined by the United States Bureau of the Census in the most recent Decennial Census, which was conducted in 2010:

Election District 1 – Population total: 4,748

Precincts	Population
HL 01	802
HL 18	656
HL 20	1007
HL 25	1164

and Precinct 2 in that portion or portions consisting of the following census blocks:

HL 02	
180890406003000	0
180890406003003	0
180890406003004	18

and Precinct 5 in that portion or portions consisting of the following census blocks:

HL 05	
180890405012000	80
180890405012001	0
180890405012002	77
180890405012003	93
180890405012004	46
180890405012005	59
180890405012006	111
180890405012007	43
180890405012008	166
180890405012009	120
180890405012010	133
180890405012011	111
180890405012012	46
180890406003025	16

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**District (Ward) Two.** That Town Council District Two (2) shall be comprised of the following precincts or parts of precincts, represented by Blocks as determined by the United States Bureau of the Census in the most recent Decennial Census, which was conducted in 2010:

Election District 2 – Population total: 4,739

Precinct	Population
HL 04	1072
HL 08	1150
HL 19	941

and

Precinct 2 in that portion or portions consisting of the following census blocks:



HL 02	
180890406001000	105
180890406001001	126
180890406001002	70
180890406001003	69
180890406001004	91
180890406001005	93
180890406001006	124
180890406001007	2

and

Precinct 3 in that portion or portions consisting of the following census blocks:

HL 03	
180890406002000	147
180890406002001	55
180890406002002	67
180890406002003	82
180890406002004	46
180890406002005	72
180890406002006	55
180890406002007	97
180890406002008	0
180890406002009	36
180890406002010	65
180890406002011	0
180890406002013	65
180890406003006	0
180890406003007	0
180890406003008	4

and

Precinct 5 in that portion or portions consisting of the following census blocks:

HL 05	
180890406003024	36
180890406003026	31

and

Precinct 15 in that portion or portions consisting of the following census blocks:

HL 15	
180890408023013	38

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**District (Ward) Three.** That Town Council District Three (3) shall be comprised of the following precincts or parts of precincts, represented by Blocks as determined by the United States Bureau of the Census in the most recent Decennial Census, which was conducted in 2010:

Election District 3 – Population total: 4,747

Precinct	Population
HL 06	747
HL 07	688
HL 13	723
HL 23	1552

and

Precinct 3 in that portion or portions consisting of the following census blocks:

HL 03	
180890406002012	24

and,

Precinct 11 in that portion or portions consisting of the following census blocks:

HL 11	
180890407002010	51
180890407002011	39
180890407002012	41
180890407002013	42
180890407002014	33
180890407002015	39
180890407002016	46
180890407002017	53
180890408013003	13
180890408013014	14

and,

Precinct 22 in that portion or portions consisting of the following census blocks:

HL 22	
18089408022000	173

and,

Precinct 24 in that portion or portions consisting of the following census blocks:

HL 24	
180890408012010	19
180890408013018	62
180890408013019	32
180890408013020	50
180890408013021	54
180890408013022	46
180890408013024	91
180890408013025	53
180890408013026	62

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**District (Ward) Four.** That Town Council District Four (4) shall be comprised of the following precincts or parts of precincts, represented by Blocks as determined by the United States Bureau of the Census in the most recent Decennial Census, which was conducted in 2010:

Election District 4 – Population total: 4,745

Precinct	Population
HL 10	838
HL 12	1288
HL 16	947
HL 17	746

and

Precinct 11 – in that portion or portions consisting of the following census blocks:

HL 11	
180890407001008	64
180890407001009	92
180890407001018	49
180890407001019	52
180890407001020	54
180890407001021	58
180890407001023	61
180890408013002	35

Precinct 24 – in that portion or portions consisting of the following census blocks:

HL 24	
180890408011007	144
180890408011008	12
180890408011009	126
180890408011010	60
180890408011011	47
180890408011012	49
180890408011013	23

**District Five.** That Town Council District Five (5) shall be comprised of the following precincts or parts of precincts, represented by Blocks as determined by the United States Bureau of the Census in the most recent Decennial Census, which was conducted in 2010:

Election District 5 – Population total: 4,748

Precinct	Population
HL 09	981
HL 21	751
HL 26	1561

and

Precinct 5 in that portion or portions consisting of the following census blocks:

HL 05	
180890405021006	94
180890405021007	0
180890405021008	0
180890405021009	100
180890405021010	0
180890405021011	0
180890405021012	4
180890405021013	28

Precinct 15 in that portion or portions consisting of the following census blocks: 1,203

HL 15	
180890408022006	22
180890408022007	127
180890408022008	42
180890408022009	57
180890408022010	99
180890408023000	81
180890408023011	249
180890408023012	31

Precinct 22 in that portion or portions consisting of the following census blocks:

HL 22	
180890408022001	173
180890404022002	95
180890400022003	66
180890396022004	74
180890392022005	113

**Section 3.** (a) Pursuant to IC 36-1-6-10, this ordinance shall become and be in full force and effect from and after the date of its passage and adoption in the manner prescribed by law, and until its subsequent amendment or repeal by proper ordinance, subject to the provisions of subsection (b)

(b) Pursuant to IC 36-1-6-10, a previously adopted ordinance establishing election districts remains in effect for the purpose of filling a vacancy in the executive, fiscal, or legislative body until the expiration of the term of that office.

Introduced and Filed on the 10th day of December 2012. Consideration on same day or at same meeting of introduction was not sought pursuant to IC 36-5-2-9.8.

**DULY ORDAINED and ADOPTED** this 28<sup>th</sup> Day of December 2012 by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of 5 in favor and 0 opposed.

**TOWN COUNCIL of the TOWN of  
HIGHLAND, INDIANA**

Bernie Zemen, President (IC 36-5-2-10)

**Attest:**

Michael W. Griffin, IAMC/MMC/CPFA/CPFIM  
Clerk-Treasurer (IC 33-16-4-1; IC 36-5-6-5)

7. **Proposed Ordinance No. 1531:** An Ordinance To Establish The Wage And Salary Rates Of The Elected Officers, The Non-Elected Officers, And The Employees Of The Town Of Highland, Indiana for the Year 2013 and thereafter.

Councilor Kuiper moved the consideration at the same meeting of introduction of Ordinance No. 1531. Councilor Novak seconded. Upon a roll call vote, a unanimous vote being necessary, there were five affirmatives and no negatives. The motion passed. The ordinance could be considered.

Councilor Kuiper moved the passage and adoption at the same meeting of introduction of Ordinance No. 1531. Councilor Novak seconded. Upon a roll call vote, a two-thirds vote being necessary, there were five affirmatives and no negatives. The motion passed. The ordinance was adopted at the same meeting of its introduction.

**ORDINANCE No. 1531  
of the  
TOWN of HIGHLAND, INDIANA**

**AN ORDINANCE to ESTABLISH THE WAGE and SALARY RATES of the ELECTED OFFICERS, the NON-ELECTED OFFICERS, and the EMPLOYEES of the TOWN of HIGHLAND, INDIANA and to AMEND PROVISIONS IN THE COMPENSATION and BENEFITS ORDINANCE.**

**WHEREAS**, Title 36, Article 1 Chapter 4 of the Indiana Code confers certain general corporate powers on the several units of government in Indiana;

**WHEREAS**, Section fifteen of that chapter specifically provides that a unit of government may fix the level of compensation of its officers and employees; and

**WHEREAS**, I.C. 36-5-3-2 further provides in pertinent part that the town legislative body shall provide reasonable compensation for the other town officers and employees;

**WHEREAS**, I.C. 36-5-3-2(b), still further provides that the Town Legislative body shall, by ordinance fix the compensation of its own members and the Town Clerk-Treasurer;

**WHEREAS**, I.C. 36-5-3-2(c) still further provides that the compensation of an elected town officer may not be changed in the year for which it is fixed, nor may it be reduced below the amount fixed for the previous year; and

**WHEREAS**, The Town Council of the Town of Highland, as the town legislative body, now desires to fix the compensation of its elected officers, appointed officers and employees of the Town for the year ensuing;

**NOW, THEREFORE, BE IT HEREBY ORDAINED** by the Town Council of the Town of Highland, Lake County, Indiana, that the Wages, Salaries, and special detail levels of the Officers and Employees of the Town of Highland, are hereby established and fixed, pursuant to the provisions indicated herein and as follows:

**Section 1.** (a) That except as otherwise expressly provided in this ordinance or the compensation and benefits ordinance, the base salary or wage outlined in this ordinance is hereby authorized for all regular full-time employees of the municipality who occupy an authorized position of the municipality at the time of its passage and adoption, with any changes set forth herein to be effective **from January 6, 2013 or at the conclusion of an authorized medical disability leave**;

(b) That department heads and the Clerk-Treasurer are hereby authorized to grant an increase in the amount of up to twenty-five cents (25¢) per hour, at the department head's or the clerk-treasurer's

discretion, for regular part-time, non-temporary employees and street crossing guards currently in service with the municipality in their position as of this enactment's passage, **provided such increase remains within prescribed ranges or terms of this ordinance**;

(c) No other wage or salary increases not otherwise provided by statute or by ordinances of the Municipality may be distributed to any single employee or officer, unless specifically approved by the Town Council or proper board of jurisdiction;

**Section 2.(a)** That unless otherwise provided by this ordinance, all new employees will start at the identified starting wage or salary for their job position unless approved by the Town Council or **authorized board of jurisdiction to do otherwise**. Where no starting wage or salary is depicted, the Town Council or authorized board of jurisdiction shall fix such pay by proper enactment prior to the payment of wages or salary. **Department heads shall notify the Clerk-Treasurer in writing of all individual raises and their effective dates**;

(b) Further, department heads should report any and all rates and wages as a rate per hour for all hourly wage earners and a bi-weekly rate for all salaried wage earners. **Such other increases or change of biweekly or hourly pay executed pursuant to this ordinance shall not be made effective earlier than the month in which it is properly filed**;

(c) *Incumbent defined.* Further, except as otherwise provided in the Compensation and Benefits Ordinance regarding acting pay, the term Incumbent rate as used in this ordinance shall be construed to mean a rate or wage applied to a worker in the position for more than one year;

**Section 3.** That supervisors will receive no overtime pay except where governed by law and as approved by the Town Council. Supervisors, Department Heads are further advised as follows:

(a) New temporary employees will receive no less than \$7.25 per hour; Further, returning temporary employees may receive \$7.50 per hour; and Experienced temporary employees may receive \$ 7.75 per hour, provided such increase remain within prescribed ranges;

(b) Temporary employee is defined in Compensation and Benefits Ordinance, commonly called the Employee Handbook, as amended. Returning temporary employee is defined as an employee who has once previously worked for the Town of Highland. Experienced temporary employee is defined as an employee who has previously worked for the Town of Highland more than once.

(c) For the purposes of this ordinance, references to department head or supervisor shall be construed to include the Clerk-Treasurer when acting in that capacity.

**Section 4.** That the approved staffing levels for certain positions in the various offices and departments are hereby approved as indicated by a parenthetical number. However, the staffing levels set forth in this ordinance should not be construed in derogation of the approved positions for the Highland Metropolitan Police Department which remains governed by the authorized manpower provisions of Highland Municipal Code 9.10.010 (C) as may be amended or any other department for which its authorized staff strength is fixed by ordinance;

**Section 5.** In addition to those provisions providing for a salary for the duly appointed attorney of the various boards or commissions of the municipality, the duly appointed attorney is authorized to bill for legal services performed outside the scope of the retained services salary for hours spent on lawful business of the municipality according to the rates and terms of a letter of acceptance placed on file with the municipal clerk.

**Section 6.** That subject to the provisions of this ordinance, the salary and wages for the elected officers, non-elected officers and employees of the Town of Highland are hereby fixed for its departments and offices as follows:

**(a) Office of the Town Council**

Town Council President	(1)	\$ 1,226.00 per month
Town Council Member	(4)	\$ 1,164.00 per month

That the foregoing salaries of the legislative body members remain at the level first fixed by Ordinance 1054, passed and adopted December 30, 1996 to be effective beginning in 1997, unchanged owing to the provisions of IC 36-5-3-2(c);

Town Council Attorney	paid at an hourly rate according to terms set forth in attorney's letter of acceptance on file.
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**(b) Advisory Board of Zoning Appeals**

Chairman(1)	\$ 150 per quarter
Members (4) each	\$ 120 per quarter

Attorney	paid at an hourly rate according to terms set forth in
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attorney's letter of acceptance on file.

Recording Secretary \$ 50 per month

**(c) Municipal (Advisory) Plan Commission**

Chairman (Citizen member) (1) \$ 150 per quarter

Citizen Member Secretary (1) \$ 120 per quarter

Citizen Members (2) \$ 120 per quarter

Legislative Body appointees (3) see below

If legislative body appointees are elected or appointed officials of the municipality, they are not entitled to pay for service on municipal plan commission in order to be consistent with the purposes of Article 2, Section 5 of the Indiana Constitution.

Attorney paid at an hourly rate according to terms set forth in attorney's letter of acceptance on file.

Recording Secretary \$ 50 per month

**(d) Town Board of Metropolitan Police Commissioners**

Chairman (1) \$ 50 per month

Members (4) \$ 40 per month

Attorney \$ 200 per month

Recording Secretary \$ 50 per month  
(Commissioners salaries are payable monthly (Pursuant to State law; Confer IC 36-8-9-3(e)))

**(e) Board of Sanitary Commissioners**

The Town Council hereby incorporates by reference and approves the compensation for each individual commissioner of the Board of Sanitary Commissioners pursuant to the provisions of I.C. 36-9-25-3(e) which reads: "The appointed commissioners are entitled to a salary of not less than three thousand six hundred dollars (\$3,600) a year during actual construction and not less than six hundred dollars (\$600) a year in other years. **Notwithstanding Section 1(a) of this ordinance, the following will be effective not sooner than May 1, 2012:**

**(i) During Actual Construction:**

President (1) \$ 4,500.00 per year (\$375.00 mo.)  
Commissioners (4) each \$ 3,600.00 per year (\$300.00 mo.)

**(ii) During other years:**

President (1) \$ 750.00 per year (\$62.50 mo.)  
Commissioners (4) each \$ 600.00 per year (\$50.00 mo.)

**(f) Water Works Board of Directors**

President (1) \$ 50 per month

Citizen Members (4) each \$ 40 per month

**(g) Park and Recreation Board**

President (1) \$150 per quarter

Citizen Members (3) each \$ 120 per quarter

Member appointed by School Board (1) See below

Member appointed by Library Board (1) See below

**Authority to Fix this compensation:** IC 36-10-3-9(a). The salary of any board members whose appointing authority is other than the **Town Legislative Body** will not be paid from the Municipal Treasury but may be paid from the treasury of the appointing authority, subject to law. However, any Board member whose appointing authority is other than the **Town Legislative Body** has all other rights of members appointed by the **Town Legislative Body** including the payment of actual expenses as provided in IC 36-10-3-9(b).

(h) **Redevelopment Commission**

Redevelopment Commissioners who do not otherwise hold a lucrative office for the purpose of Article 2, Section 5 of the Indiana Constitution shall receive the salary, which is hereby fixed as follows:

President	(1)	\$ 50 per month
Vice President	(1)	\$ 40 per month
Secretary	(1)	\$ 40 per month
Members	(2)	\$ 40 per month

All Redevelopment Commissioners are entitled to reimbursement for expenses necessarily incurred in the performance of their duties. (Pursuant to State law; Confer IC 36-7-14-7(f)(g));

**Section 7.** That subject to the provisions of this ordinance, the salary and wages for the elected officers, non-elected officers and employees of the Town of Highland are hereby fixed for its Office of the Clerk-Treasurer as follows:

(a) **Elected Officer**

(1) That the salary of the clerk-treasurer shall be paid biweekly and shall be hereby fixed as set forth below:

(A) That the compensation for a Clerk-Treasurer possessing a graduate level degree in related field granted from an accredited university or college and possessing two or more relevant professional certifications from a generally accepted professional association including but not limited to Indiana League of Municipal Clerks and Treasurers, International Institute of Municipal Clerks, Association of Public Treasurers, Government Finance Officers Association, Society of Management Accountants or the American Society of Public Accounts is hereby fixed as follows:

(i)	Effective from January 11, 2009:	\$ 2,451.54 bi-weekly;
(ii)	Effective from January 6, 2013:	\$ 2,600.59 bi-weekly;

(B) That the compensation for a Clerk-Treasurer possessing a graduate degree in related field granted from an accredited university or college and possessing one or less relevant professional certifications from a generally accepted professional association including but not limited to Indiana League of Municipal Clerks and Treasurers, International Institute of Municipal Clerks, Association of Public Treasurers, Government Finance Officers Association, Society of Management Accountants or the American Society of Public Accounts is hereby fixed at \$2,430.25 bi-weekly; and,

(C) That the compensation for a Clerk-Treasurer possessing a relevant professional certification from a generally accepted professional association including but not limited to Indiana League of Municipal Clerks and Treasurers, International Institute of Municipal Clerks, Association of Public Treasurers, Government Finance Officers Association, Society of Management Accountants or the American Society of Public Accounts is hereby fixed at \$2,302.30 bi-weekly; and,

(D) That the compensation for a Clerk-Treasurer possessing no relevant professional certification(s) from a generally accepted professional association nor possessing a graduate level degree in a related field granted from an accredited University or College is hereby fixed at \$2,046.50 bi-weekly;

(b) **Supervisory Employee(s)**

(1) Deputy Clerk-Treasurer

(A) That the base compensation for a deputy clerk-treasurer possessing no relevant professional certification(s) from a generally accepted professional association nor possessing a baccalaureate level degree in a relevant field granted from an accredited University or College is hereby fixed as follows:

Starting Rate	Incumbent Rate (after 1 year)
\$ 1,557.38	\$ 1,646.59 bi-weekly

(B) That the compensation for a deputy clerk-treasurer possessing both **baccalaureate** level degree in a relevant field granted from an accredited University or College and a relevant professional certification from a generally accepted professional association including but not limited to Indiana League of Municipal Clerks and Treasurers, International Institute of Municipal Clerks, Association of Public Treasurers, Government Finance Officers Association, Society of Management Accountants or the American Society of Public Accounts is hereby fixed as follows:

Starting Rate	Incumbent Rate
\$ 1,793.98	\$ 1,793.98 bi-weekly

(c) (1) **Associate Employees and Staff**

Starting Rate	Incumbent Rate
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Associate Clerk, Payroll & Personnel	( 1 )	\$16.49	\$16.49	hr.
Encumbering Officer	( 1 )	\$16.49	\$16.49	hr.
Chancery / Bursar Clerk	( 1 )	\$14.69	\$15.84	hr.
Chancery / Bursar Clerk	( 1 )	\$14.69	\$14.69	hr.
Chamberlain Clerk	( 1 )	\$13.31	\$13.31	hr.
Chamberlain Clerk (part-time)	( X )	\$13.31	\$13.31	hr.
Chancery & Bursar Aide (part-time)	( X )	\$ 7.25-12.00	\$7.25-12.00	hr.

Information Technology Coordinator (part-time)\$11.00      hr.      \$11.00 hr.

For the purpose of training or special assistance, retired senior staff may be paid as part-time workers at the hourly rate equivalent of the last approved salary or wage including longevity prior to retirement.

**(c) (2) Associate Employees and Staff:**

		<b>Starting Rate</b>	<b>Incumbent Rate</b>	
Lead Utility Clerk	( 1 )	\$16.49	\$16.49	hr.
Utility Systems Clerk	( 2 ) <sup>xx</sup>	\$15.60	\$15.60	hr.

<sup>xx</sup> Once or if a worker is assigned the **Lead Utility Clerk** position, the authorization for this position is reduced to one (1).

**(d) Certifications:** That a full-time worker described in subsection (b) and (c), possessing a relevant professional certification from a generally accepted professional association including **but not limited to** Indiana League of Municipal Clerks and Treasurers, International Institute of Municipal Clerks, Association of Public Treasurers, Government Finance Officers Association, Society of Management Accountants, the American Society of Public Accounts, the American Water Works Association, or the American Payroll Association as may be authorized or approved by the proper officer, the base rate shall have added to base pay an adjustment according to the following schedule:

		<i>Salaried adds</i>	<i>Hourly adds</i>
Indiana Accredited Municipal Clerk	(IAMC)	\$32.64 bi-weekly	41¢ per hour
Certified Municipal Clerk	(CMC)	\$40.80 bi-weekly	51¢ per hour
Master Municipal Clerk	(MMC)	\$60.20 bi-weekly	77¢ per hour
<i>(MMC pay substitutes and replaces the CMC pay. Pursuant to IIMC rules, the MMC replaces the CMC and that designation is dropped)</i>			
Certified Public Finance Administrator	(CPFA)	\$40.80 bi-weekly	51¢ per hour
Certified Public Funds Investment Manager	(CPFIM)	\$32.64 bi-weekly	41¢ per hour
Certified Public Finance Officer	(CPFO)	\$81.60	\$1.02 per hour
Fundamental Payroll Certification	(FPC)	\$40.80 bi-weekly	51¢ per hour
Certified Payroll Professional	(CCP)	\$60.20 bi-weekly	77¢ per hour
(Utility) Customer Service Representative	(CCR)	\$60.20 bi-weekly	77¢ per hour

**(e) Additional provisions.**

For any position described in subsections (b) and (c), a duly selected or promoted successor employee may be paid at the new position's pay rate even when the position is still occupied by a departing incumbent employee for the purposes of training by the incumbent employee. The foregoing training pay arrangement may not be for a period of longer than thirty (30) days.

**Section 8.** That subject to the provisions of this ordinance, the salary and wages for the non-elected officers and employees of the Town of Highland are hereby fixed for its **Building and Inspection Department** as follows:

**(a) Supervisory Employees**

	<b>Starting Rate</b>	<b>Incumbent Rate</b>
Chief Inspector/Building Commissioner ( 1 )		\$2,360.40 bi-weekly;

**(b) Inspection/Enforcement Employees**

Assistant Inspectors:	
Assistant Inspector for Ordinance Enforcement (part-time)	\$10.20-\$20.40 per hr.
Assistant Inspector for Electrical (part-time)	\$ 20.40 per hr.

Notwithstanding the provisions of Section § 2.05 of the Compensation and Benefits Ordinance, the hourly part-time employees performing enforcement duties are regular part-time employees, however they may regularly work up to 78 hours in a pay period.

Assistant Inspector for Plumbing (part-time)	<b>\$15.30</b> for each one-unit plumbing examination
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proctored as provided in  
§210.074;

**\$21.42** for each  
inspection performed  
as described in §  
210.066(G) of the  
Highland Municipal  
Code.

(c) **Associate Employees and Staff**

		<b>Starting Rate</b>	<b>Incumbent Rate</b>
Inspection Secretary	( 1 )	\$16.03	\$16.03 per hr.
Inspection Clerk	( 1 )		\$ 7.40 - \$12.75 per hr.

**Section 9.** That subject to the provisions of this ordinance, the salary and wages for the non-elected officers and employees of the Town of Highland are hereby fixed for its **Public Works Department** as follows:

(a) **Supervisory Employees**

		<b>Starting Rate</b>	<b>Incumbent Rate</b>
Public Works Director	( 1 )		
With an employer provided vehicle:			\$ 2,837.78 bi-weekly
Without an employer provider vehicle:			\$ 2,980.14 bi-weekly
Assistant Public Works Director	( 1 )		
With an employer provided vehicle:		\$2,367.63 bi-wkly	\$2,367.63 bi-weekly
Without an employer provider vehicle:		\$2,510.01 bi-wkly	\$2,510.01 bi-weekly
Supervisor Streets	( 1 )	\$2,000.88 bi-wkly	\$2,000.88 bi-weekly
Supervisor Water & Sewer	( 1 )	\$2,000.88 bi-wkly	\$2,000.88 bi-weekly
Supervisor Maintenance	( 1 )	\$2,000.88 bi-wkly	\$2,000.88 bi-weekly
Supervisor Facilities	( 1 )	\$2,000.88 bi-wkly	\$2,000.88 bi-weekly

(b) **Associate Staff and Employees**

		<b>Starting Rate</b>	<b>Incumbent Rate</b>
Public Works Secretary	( 1 )	\$15.68	\$18.88 per hr.
Dispatch Clerk	( 1 )	\$14.42	\$14.42 per hr.
Senior Utility Technician	( 1 )	\$19.36**	\$19.36** per hr.
Utility Technician	( 2 )	\$15.76	\$15.76 per hr.
This base rate shall be modified as follows:			
w/ Commercial Drivers License add		\$ 0.53	\$ 0.53 per hr.
w/DSL Operators' License add		\$ 1.07	\$ 1.07 per hr.
w/CT Operator's License add		\$ 0.27	\$ 0.27 per hr.
Utility Worker /Equipment Operator	( 2 )	\$19.36**	\$19.36 per hr.
Utility Worker /Equipment Operator	( 2 )	\$19.36 **	\$20.42 per hr.
Pump Station Operator	( 2 )	\$16.66	\$16.66 per hr.
This base rate shall be modified as follows:			
w/ Commercial Drivers License add		\$00.53	\$00.53 per hr.
w/DSL Operators' License add		\$ 1.07	\$ 1.07 per hr.
w/ CT Operators' License add		\$00.27	\$00.27 per hr.
w/ Backflow prevention license		\$00.27	\$00.27 per hr.
Street Sweeper Operator	( 2 )	\$17.38	\$17.38 per hr.
Utility Worker/Driver A	( 4 )	\$18.80	\$18.80 per hr.
Utility Worker/Driver B	( 3 )	\$16.12	\$16.12 per hr.
Utility Worker/Driver C	( 2 )	\$13.62	\$13.62 per hr.
Senior Mechanic	( 1 )	\$19.41	\$19.41 per hr.
Mechanic	( 1 )***	\$17.65	\$17.65 per hr.
Mechanic	( 2 )	\$17.65	\$17.65-\$18.98 per hr.

\*\*\* Once a worker is assigned the **Senior Mechanic's** position, the authorization for this position is reduced to zero (0).

Sign & Traffic Control Technician	( 1 )	\$16.29	\$16.29 per hr.
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w/ Commercial Drivers License add	\$ 0.53	\$ 0.53 per hr.
w/MUTCD* Certification add	\$ 1.07	\$ 1.07 per hr.

\*Satisfactory completion of training course on the Manual of Uniform Traffic Control Devices as provided by the American Public Works Association (APWA), Local Technical Assistance Program (LTAP), the American Traffic Safety Services Association (ATSSA) or the International Municipal Sign Association (ISMA).

Utility Worker A	( 3 )	\$14.23	\$14.23-\$15.49 per hr.
Utility Worker B	( 3 )	\$10.99	\$10.99-\$13.56 per hr.
Custodian	( 1 )	\$13.18	\$13.18 per hr.
Attendant Town Garage	( 1 )	\$12.25	\$12.81 per hr.
Secretary (part-time)			\$ 7.25-\$12.50 per hr.
Laborer ( <i>not truck driver</i> )(part-time)			\$ 7.25-\$ 11.64 per hr.
Master Gardener/Streetscaping (part-time)			\$12.00 - \$ 14.00 per hr.

\*\* (c) Starting rate effected by the following provisions:

- (1) **For the position of Senior Utility Technician (SUT)**, vacancies shall be posted at **\$19.36** per hour. Rate shall be adjusted upward and remain equal to, but not exceeding, the lowest paid UW/EO at the time that the lowest paid UW/EO receives any rate increases.
- (2) **For the positions of Utility Worker/Equip Op (UW/EO)**, if top (senior) UW/EO departs, the incumbent wage and starting wage for UW/EO shall be the average of all four UW/EO wages.

**(d) Additional provisions.**

For any position described in subsections (b) through (c), a duly selected or promoted successor employee may be paid at the new position's pay rate even when the position is still occupied by a departing incumbent employee for the purposes of training by the incumbent employee. The foregoing training pay arrangement may not be for a period of longer than thirty (30) days.

**Section 10.** That subject to the provisions of this ordinance, the salary and wages for the non-elected officers and employees of the Town of Highland are hereby fixed for its **Metropolitan Police Department** as follows:

(a) **Chief of the Department**

Chief of Police ( 1 )

- (A) Starting rate: If an initial appointment, the bi-weekly pay of the chief of police shall be fixed at \$ 2,563.95 bi-weekly.
- (B) Incumbent Rate: \$ 2,837.78 bi-weekly.

(b) **Sergeants and Corporals**

(1)	Rank or Grade	Starting Rate	Incumbent Rate
	Sergeant ( 8 )	\$2,323.88	\$2,323.88 bi-weekly
	Corporal (10)	\$2,193.58	\$2,193.58 bi-weekly

- (2) In the event that the Town Board of Metropolitan Police Commissioners determines that it is desirable or necessary to assign or detail an officer holding the rank or grade of **Sergeant** or **Corporal** to a specialty assignment or division transfer to the Crime Impact Unit of the Highland Police Department (CIU/HPD) or participates in a Multi-Jurisdictional law enforcement assignment (GRIT/FBI), while in that detail or on that assignment, the officer is to be paid at the rate set forth below, without loss of rank, and provided that the assignment and associated pay is *position-directed*, or *economically based*, and *non-disciplinary* in purpose:

Rank or Grade	Starting Rate	Incumbent Rate
Sergeant	\$2,193.58	\$2,193.58 bi-weekly
Corporal	\$2,144.59	\$2,144.59 bi-weekly

- (3) An assignment as described above will not modify in any way the authorized limit for the rank of Sergeant or Corporal as set forth in subdivision (b)(1) of this section.

(c) **Other Police Officers and Assignments.**

- (1) All initial appointments to the Metropolitan Police Department, regardless of previous law enforcement experience, shall be probationary in nature pursuant to Regulation 11 of the Metropolitan Police Department and under the authority of IC 36-8-9-7. The basis for promotion to the several grades (classes) will be based upon written guidelines, rules or regulations determined

by the Town Board of Metropolitan Police Commissioners.

- (2) A candidate/officer possessing a Law Enforcement Academy certification is eligible for initial appointment to Police Officer classes 1-4. A candidate/officer possessing no Law Enforcement Academy certification is only eligible for initial appointment to Police Officer class 4.
- (3) **There is established a pay grade styled as Police Officer 1 (Special). An officer possessing the rank of Police Officer First (Class), that possesses at least thirty four years of service as a police officer, the last twenty-five of which have been served consecutively and successfully with the Highland Metropolitan Police Department, shall be paid the identified biweekly salary as base pay. For the purposes of establishing pension benefits under IC 36-8-1-11, IC 36-8-6-9, IC 36-8-6-9.6, IC 36-8-8-8 and IC 36-8-8-11, or employer contributions under IC 36-8-8-6, the salary of the Patrol Officer 1 (Special) plus the longevity pay for twenty years shall be used.**

	Starting Rate	Incumbent Rate
<b>Police Officer 1 (Special)</b>	<b>\$2,298.02</b>	<b>\$2,298.02 bi-weekly</b>
Police Officer 1	\$2,094.02	\$2,094.02 bi-weekly
Police Officer 2	\$1,846.87	\$1,846.87 bi-weekly
Police Officer 3	\$1,729.37	\$1,729.37 bi-weekly
Police Officer 4 (no LEA certification)	\$1,566.50	\$1,566.50 bi-weekly

(4) The following represent **assignments** in the Metropolitan Police Department for which the following salaries are authorized.-Persons so assigned shall be paid the greater of the assigned person's pay attached to his or her actual service rank or grade or the pay associated with the listed assignments depicted as follows:

Division Commander ( 3 )	\$2,454.15 bi-weekly
Deputy Commander ( 1 )	\$2,323.88 bi-weekly

(5) The following rank has been deemed a **trace** rank. Only officers employed in good standing with the Metropolitan Police Department **on or before April 12, 2001** shall be eligible to elevation to the trace rank of Lance Corporal. This trace rank shall be conferred on all Patrol Officers First Class, who meet the date eligibility indicated, who have successfully completed ten (10) years of continuous service with the Highland Metropolitan Police Department and upon approval of the Town Board of Metropolitan Police Commissioners. Officers currently holding such rank will continue to hold such rank until their **promotion or** separation from service with the Metropolitan Police Department at the level of pay set forth in this ordinance. Having separated, an officer having once been eligible to hold the trace rank or having the trace rank at the time of separation shall not be eligible hold such rank if officer is later re-hired unless ordered by a court.

Lance Corporal	\$2,144.59 bi-weekly
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**(d) Other Associate Staff and Public Safety Dispatching Employees**

	Starting Rate	Incumbent Rate
*Support Services Administrator ( 1 )		\$1,713.60 bi-weekly
Secretary ( 1 )	\$15.75	\$18.55 per hr.
Police Records Clerk ( 2 )	\$13.05	\$13.05 per hr.
Secretary (part-time)	\$15.75	\$18.55 per hr.
<i>*Starting rate shall apply to any person with less than 1-year experience in the position.*</i>		
Police Records Clerk (part-time)	\$13.05 hr. -	\$13.05 hr.
Animal Warden (part-time)	\$8.00 hr. - <b>\$15.00</b> hr.	
Crossing Guard (part-time)	\$7.66 hr. -	\$8.76 hr.
Sub Crossing Guard (part-time)	\$7.66 hr. -	\$8.76 hr.
Metropolitan Police Chaplain ( 4 )		no pay
Matron or Clerk Duty (call-out) hourly rate - 2 hour minimum		
Off-Duty Court Time (2 hour minimum) hourly rate		

\* The terms of the employment agreement adopted by the Town Council on 29 June 2006 are incorporated and ratified by reference and by proper Resolution regarding the Support Services Administrator, pursuant IC 36-5-3-2 and IC 36-8-2.

The following provisions apply to workers performing in the following positions before August 16, 2010:

Yr. or more Service		Starting Rate	Six Mos. Rate	Incumbent Rate with
Radio Operator	(X)	\$13.80	\$15.27	\$18.51 hr.
Radio Operator	(part-time)	\$13.80	\$15.27	\$18.51 hr.

The following provisions apply to workers performing in the following positions after August 15, 2010:

Radio Operator	(4)	<b>Starting Rate: Level I</b> 0-3 mos.		<b>Solo Duty Rate: Level II<sup>xx</sup></b> 4-18 months	
		\$13.05	hrly.	\$14.48	hrly.
		<b>Solo Duty w/IDACS Rate: Level III</b> 19-36 mos.		<b>Solo Duty Rate: Level IV</b> Over 36 months	
		\$15.96	hrly.	\$18.51	hrly.

Radio Operator (part-time) rates of pay are the same as for the full-time radio operator

<sup>xx</sup> Level II rate goes into effect after three months and after successful completion of probation period of \_\_\_\_\_.

<sup>1</sup>Public Safety Clerk-Radio Operator (1)

<sup>1</sup> This *full-time* position is performed by one (1) person, but will involve the tasks associated with the job descriptions of Records Clerk and Radio Operator. The rate of pay will be based upon the tasks being performed. When performing tasks associated with Records clerk, the rate of pay will be that as established by the wage and salary ordinance for a records clerk. When performing tasks associated with Radio operator, the rate of pay will be that as established by the wage and salary ordinance for a radio operator.

(e) Special Detail Pay Provisions:

- (1) Overtime provisions of the Compensation and Benefits Ordinance notwithstanding, the following special assignments or details will be paid at the following rate:

Special Duty / Highland Grove Security Detail: \$ 20 per hour\*\*

*\*\*Or at an hourly rate fixed as set forth in an agreement or memorandum authorized by ordinance of the municipality providing for special patrol zones and related agreements.*

- (2) Overtime provisions of the Compensation and Benefits Ordinance notwithstanding, the following special assignments or details will be paid at the following rate:

Special Community Events sponsored by the Municipality by one or more of its executive

Departments, agencies, or councils: 1.5 times the base hourly wage rate of 1st Class Patrol Officer (w/o long.) (\$26.18 x 1.5 = \$39.27 hrly.)

- (3) Overtime provisions of the Compensation and Benefits Ordinance notwithstanding, the following special assignments or details will be paid at 1.5 times the composite rate (base rate plus longevity rate) of the assigned officer for hours performing the special assignment, provided such rate is lawful and authorized under the terms of the supporting grant:

Lake County Task Drug Task Force  
Grant Supported Special Law Enforcement Detail(s) or Patrols  
(OWI;DWI;Sobriety Checks/Domestic Violence Duties/)

- (4) No rate of pay may be fixed for any regular duty or special detail or described employment, regardless of the source of funds, that has not been authorized or provided for in this Wage and Salary Ordinance as amended in effect or the Compensation and Benefits Ordinance as amended and in effect;

(f) Specialty Pay:

(1)	I.D.A.C.S. Coordinator	31.82 per month
(8)	Each Motorcycle Officer	31.82 per month
(4)	Range Officers	31.82 per month
(7)	Field Training Officers	31.82 per month

( 2 )	Canine Officer	31.82 per month
( 1 )	Systems Administrator	31.82 per month

Specialty payments to be made for those months as prescribed by the Chief of Police in each category. Range instructors and motorcyclists are paid only during the months May through October.

**Section 11.** That subject to the provisions of this ordinance, the salary and wages for the non-elected officers and employees of the Town of Highland are hereby fixed for its **Parks and Recreation Department** as follows:

**(a) Supervisory Staff or Employees**

		<b>Starting Rate</b>	<b>Incumbent Rate</b>
Superintendent of Parks and Recreation	( 1 )		
With an employer provided vehicle:			\$2,402.83 bi-weekly
Without an employer provider vehicle:			\$2,545.21 bi-weekly
Director of Parks	( 1 )		\$1,991.72 bi-weekly
Director of Recreation	( 1 )		\$1,717.90 bi-weekly
Recreation Supervisor	( 3 )	\$ 1,199.69	\$1,199.69-\$1,277.63 bi-weekly

**(b) Associate Staff and Employees**

		<b>Starting Rate</b>	<b>Incumbent Rate(s)</b>
Park Secretary	( 1 )	\$14.33	\$14.33 per hr.
Park Repairs Specialist	( 1 )	\$15.59	\$16.72 per hr.
Park Specialist	( 9 )	\$10.99	\$10.99-\$15.93 per hr.
Laborers (part-time)		\$7.25 –12.10 per hr.	
Recreation Leaders (part-time)		\$7.25 –12.10 per hr.	
Recreation Program Instructors		\$7.25 - 50.00 per hr.	

Pursuant to IC 36-10-3-10(b), the Park and Recreation Board shall fix the compensation of the positions in which a range for salaries or wages are indicated in this Ordinance.

**Section 12.** That subject to the provisions of this ordinance, the salary and wages for the non-elected officers and employees of the Town of Highland are hereby fixed for its **Fire Department** as follows:

**(a) Supervisory Staff or Specialty Employees**

		<b>Starting Rate</b>	<b>Incumbent Rate</b>
Fire Chief/Inspector	( 1 )		\$2,256.06 bi-weekly
Assistant Chief for Logistics	( 1 )		\$ 1,500 per year (\$ 375 per quarter)
Assistant Chief for Safety	( 1 )		\$ 1,500.00 per year (\$ 375 per quarter)
Assistant Chief for Planning	( 1 )		\$ 1,200.00 per year (\$ 300 per quarter)
Assistant Chief for Operations	( 3 )		\$ 1,200.00 per year (\$ 300 per quarter)
Station Captains	( 2 )		\$ 500.00 per year (\$125 per quarter)
Lieutenants	( 4 )		\$ 350.00 per year (\$87.50 per quarter)
Mechanics	( 1 )		\$ 500.00 per year ( \$125 per quarter)

(b) Except as otherwise provided for the Fire Chief, the compensation for the positions listed above shall be considered in addition to any and all such compensation earned as a firefighter. However, full-time Town employees who are also members of the Highland Fire Department shall not be entitled to additional compensation when responding to fire or ambulance calls while on duty at their regular full-time position.

(c) The Fire Chief shall not be entitled to additional compensation apart from his bi-weekly salary when responding to fire or ambulance calls nor for any training nor inspection participation.

Secretary (part-time)	\$7.25 –12.50 per hr.
Custodian (part-time)	\$7.25 –12.00 per hr.

(d) Fire Fighters compensation shall be as follows:

Fire Calls	\$12.25 hr.
(per hour or fraction thereof) (see § 50.05)	
Training	\$12.25 hr.
(per hour or fraction thereof) (see § 9.05.050)	
Special Preparedness duties/details	\$12.25 hr.
(per hour or fraction thereof) (see § 9.05.050)	
Special Maintenance (non-custodial) duties/details	\$12.25 hr.
(per hour or fraction thereof) (see § 9.05.050)	
Inspection	\$ 9.00 hr.
(per hour or fraction thereof) (see § 9.05.050)	

(e) Firefighters and EMT compensation shall be paid quarterly.

(f) For the following calls, responses or participation by the fire fighters, a stipend in lieu of direct compensation, shall be paid to the Highland Volunteer Fire Fighter Association, to be made as follows:

Still Alarms:	\$50.00 per call
Monthly General Membership Meeting:	\$1.00 per member in attendance as certified by the Fire Chief or his/her designee.

**Section 13.** That all portions of ordinances in conflict with this ordinance are hereby repealed and are of no further force nor effect;

**Section 14.** That except where otherwise noted herein, other compensation and benefits matters not expressly provided herein for salaried and hourly employees and the clerk-treasurer shall be as set forth in the Compensation and Benefits Ordinance, commonly called the Employee Handbook as from time to time amended. The pay period is hereby defined as bi-weekly. The bi-weekly term for such pay represents the fourteen (14) day period, commencing at 12:01 a.m. Sunday and extending to and concluding just before Midnight of the second following Saturday, immediately preceding the week of the scheduled payday; beginning on January 6, 2013 and continuing thereafter;

**Section 15.** (A) That an emergency exists for the immediate taking affect of this Ordinance, which, subject to the provisions of this ordinance, shall become effective and shall remain in full force and effect from and after the date of its passage and adoption, pursuant to any effective dates herein described and until its repeal or amendment by subsequent enactment;

(B) That the Clerk-Treasurer shall have authority to implement within a reasonable time those provisions regarding wage changes occurring between the effective dates set forth retroactively in this ordinance and the date of its passage and adoption. Further, nothing in this ordinance may be construed in derogation of the Clerk-Treasurer's authority expressly set forth in IC 36-5-6-6 (a) (3) & (4).

Introduced and Filed on the 28<sup>th</sup> day of December 2012. Consideration on same day or at same meeting of introduction sustained a vote of 5 in favor and 0 opposed, pursuant to IC 36-5-2-9.8.

**DULY ORDAINED and ADOPTED** this 28<sup>th</sup> Day of December 2012, by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of 5 in favor and 0 opposed.

**TOWN COUNCIL of the TOWN of  
HIGHLAND, INDIANA**

Bernie Zemen, President (IC 36-5-2-10)

Attest:

Michael W. Griffin, IAMC/MMC/CPFA  
Clerk-Treasurer (IC 33-16-4-1; IC 36-5-6-5)

8. **Works Board Order No. 2012-46:** An Order Approving and Authorizing the Metropolitan Police Chief to Purchase from Brite Computers of Victor, New York four (4) Police vehicle computers with Accessories pursuant to I.C. 5-22 and & 3.05.040(C) of the Municipal Code.

Councilor Novak moved the passage and adoption of Works Board Order No. 2012-46. Councilor Vassar seconded. Upon a roll call vote, there were five affirmative and no negatives. The motion passed. The order was adopted.

**Town of Highland  
Board of Works  
Order of the Works Board 2012-46**

**An Order Approving and Authorizing the Metropolitan Police Chief to Purchase from Brite Computers of Victor, New York four (4) Police vehicle computers with Accessories pursuant to I.C. 5-22 and 3.05 et sequitur of the Municipal Code.**

**Whereas**, The Town of Highland Metropolitan Police Department, as part of its public duties, has a responsibility for patrol, public safety and protection of life and property throughout the Town of Highland and, from time to time, it is necessary to purchase and or lease materials and supplies in order to carry out the functions of the department; and

**Whereas**, The Metropolitan Police Chief has identified Brite Computers of Victor, New York to be a desirable source vendor for the purchase of (4) four Police Vehicle computers and accessories and since the unit price will likely be below \$15,824.76 no quotes from vendors was or will be sought.

**Whereas**, The price for the purchase exceeds \$10,000.00 and, pursuant to Section 3.05.040(C) as well as Section 3.05.050 (B)(1) of the Highland Municipal Code requires the express approval of the purchasing agency; and

**Whereas**, The Town Council as the Works Board of the Municipality, pursuant to Section 3.05.030 (A)(1)(b) of the Highland Municipal Code serves as the purchasing agency for the Metropolitan Police Department; and

**Whereas**, The Metropolitan Police Chief, pursuant to Section 3.05.050 (D)(2) of the Highland Municipal Code, serves as the Purchasing Agent for the Metropolitan Police Department; and

**Whereas**, The Purchasing Agent, pursuant to Section 3.05.060(G) of the Highland Municipal Code, expected that the purchase would not be in excess of \$50,000.00 and therefore, would like to purchase in the open market in accordance with Section 3.05.060(G) of the Highland Municipal Code; and

**Whereas**, The purchase of these (4) Police Vehicle computers is will be supported by the Municipal Capital Cumulative Development (MCCD), Fund;

**Whereas**, The Town Council now desires to approve and authorize the Police Chief to complete the purchase pursuant to the terms and stated herein.

**Now, Therefore Be It Ordered** by the Town Council of the Town of Highland, Lake County, Indiana, acting as the Works Board of Municipality as follows:

**Section 1:** That the Works Board hereby finds and determines that the purchase as an individual purchase represents a duly executed small purchase pursuant to IC 5-22 and 3.05.060(G)(2) of the Highland Municipal Code;

**Section 2:** That the terms and charges for the Police Vehicle computers, in the total amount of fifteen thousand, eight hundred and twenty four dollars and seventy six cents (\$15,824.76) is found to be reasonable and fair;

**Section 3:** That the Metropolitan Police Chief is now authorized and approved to execute the purchase agreement and any additional documents in order to implement this purchase and then file these documents as financial materials with the Office of the Clerk-Treasurer, pursuant to IC 36-5-4-14.

**Be It So Ordered.**

**DULY, PASSED, ADOPTED AND ORDERED** by the Town Council of the Town of Highland, Lake County, Indiana, acting as the Works Board, this 28<sup>th</sup> day of December, 2012 having passed by a vote of 5 in favor and 0 opposed.

**TOWN COUNCIL OF THE  
TOWN OF HIGHLAND, INDIANA**

Bernie Zemen, President (IC 36-5-2-10)

Attest:

Michael W. Griffin, IAMC/MMC/CPFA  
Clerk-Treasurer (IC 33-16-4-1; IC 36-5-6-5)

9. **Works Board Order No. 2012-47:** An Order Approving and Authorizing the Metropolitan Police Chief to Purchase from NWI Emergency Outfitters, LLC of Highland, Indiana Police

Vehicle equipment and supplies pursuant to I.C. 5-22 and Chapter 03.05 of the Municipal Code.

Councilor Kuiper moved the passage and adoption of Works Board Order No. 2012-47. Councilor Novak seconded. Upon a roll call vote, there were five affirmative and no negatives. The motion passed. The order was adopted.

**Town of Highland  
Board of Works  
Order of the Works Board 2012-47**

**An Order Approving and Authorizing the Metropolitan Police Chief to Purchase from NWI Emergency Outfitters, LLC of Highland, Indiana Police Vehicle equipment and supplies pursuant to I.C. 5-22 and 3.05.040(C) of the Municipal Code.**

**Whereas,** The Town of Highland Metropolitan Police Department, as part of its public duties, has a responsibility for patrol, public safety and protection of life and property throughout the Town of Highland and, from time to time, it is necessary to purchase and or lease materials and supplies in order to carry out the functions of the department; and

**Whereas,** The Metropolitan Police Chief has determined a need to replace certain equipment and supplies and has further identified NWI Emergency Outfitters, LLC of Highland, Indiana to be the vendor that offers this equipment at a price of \$10,000.00 .

**Whereas,** The contract price for the purchase of the equipment is not in excess of \$10,000.00 and, pursuant to Section **3.05.040(C)** as well as Section **3.05.050 (B) (1) (b)** of the Highland Municipal Code, does require the express approval of the purchasing agency; and

**Whereas,** The Town Council as the Works Board of the Municipality, pursuant to Section **3.05.030 (A)(1)(b)** of the Highland Municipal Code serves as the purchasing agency for the Metropolitan Police Department; and

**Whereas,** The Metropolitan Police Chief, pursuant to Section **3.05.050 (D)(2)** of the Highland Municipal Code, serves as the Purchasing Agent for the Metropolitan Police Department; and

**Whereas,** The Purchasing Agent, pursuant to Section **3.05.060(G)** of the Highland Municipal Code, expected that the purchase would not be in excess of \$10,000.00 and therefore, would like to purchase in the open market in accordance with Section **3.05.060(G)** of the Highland Municipal Code; and

**Whereas,** The purchase of this Police Vehicle Equipment and parts will be supported by the duly approved appropriation in the General Fund.

**Whereas,** The Town Council now desires to approve and authorize the Police Chief to complete the purchase pursuant to the terms and stated herein.

**Now, Therefore Be It Ordered** by the Town Council of the Town of Highland, Lake County, Indiana, acting as the Works Board of Municipality:

**Section 1:** That the Works Board hereby finds and determines that the purchase as an individual purchase represents a duly executed small purchase pursuant to IC 5-22 and **3.05.060(G) (2)** of the Highland Municipal Code;

**Section 2:** That the terms and charges for the Police Vehicle equipment and Parts are in the total amount of ten thousand dollars (\$10,000.00) is found to be reasonable and fair;

**Section 3:** That the Metropolitan Police Chief is now authorized and approved to execute the purchase agreement and any additional documents in order to implement this purchase and then file these documents as financial materials with the Office of the Clerk-Treasurer, pursuant to IC 36-5-4-14.

**Be It So Ordered.**

**DULY, PASSED, ADOPTED AND ORDERED** by the Town Council of the Town of Highland, Lake County, Indiana, acting as the Works Board, this 28<sup>th</sup> day of December, 2012 having passed by a vote of 5 in favor and 0 opposed.

**TOWN COUNCIL OF THE  
TOWN OF HIGHLAND, INDIANA**

Bernie Zemen, President (IC 36-5-2-10)

Attest:



Michael W. Griffin, IAMC/MMC/CPFA/CPFIM  
Clerk-Treasurer (IC 33-16-4-1; IC 36-5-6-5)

10. **Works Board Order No. 2012-48:** An Order Authorizing, and Approving the Payment of Elective Honoraria or Stipends to the Several Municipal Departments in Recognition of and in Goodwill for their Assistance and Support of the Several Events under the Aegis of the Community Events Commission.

Councilor Herak moved the passage and adoption of Works Board Order No. 2012-48. Councilor Vassar seconded. Upon a roll call vote, there were five affirmative and no negatives. The motion passed. The order was adopted.

**THE TOWN of HIGHLAND  
WORKS BOARD ORDER NO. 2012-48**

**AN ORDER AUTHORIZING, AND APPROVING THE PAYMENT OF ELECTIVE HONORARIA OR STIPENDS to the SEVERAL MUNICIPAL DEPARTMENTS in Recognition of and in Goodwill for their ASSISTANCE AND SUPPORT OF THE SEVERAL EVENTS UNDER THE AEGIS OF THE COMMUNITY EVENTS COMMISSION.**

**Whereas,** The Town Council for the Town of Highland is the Legislative and Fiscal Body of the Municipality as well as the works board pursuant to IC 36-1-2 et seq.,

**Whereas,** The Highland Community Events Commission, did organize and marshal several community events which included but were not limited to the annual Independence Day and Christmas Parades, the annual Independence Day Festival, and Historic Re-Enactments; and

**Whereas,** The Highland Community Events Commission did rely on the support and special services of the Highland Parks and Recreation Department, the Public Works Department (Agency) and the Volunteers in Police Services (VIPS) bureau as well as the Police Explorers of the Metropolitan Police Department in carrying out its programming for the year;

**Whereas,** The Highland Community Events Commission has informed the Town Council that is has been customary and is highly desirable for the payment of an honorarium or stipend to some of the participating municipal departments in recognition of their laudable support and contribution to the special event programming during the year;

**Whereas,** The Highland Community Events Commission has further recommended, requested and identified appropriations in the Special Events Non Reverting Fund be authorized to support the payment of these honoraria and stipends;

**Whereas,** The Town Council has been reliably advised that many employees of the Highland Parks and Recreation Department and the Public Works Department (Agency) and the Volunteers in Police Services (VIPS) bureau of the Metropolitan Police Department, do expend time, labor and creative process to support the Town of Highland's community programming; and,

**Whereas,** Under its authority of IC 36-1-3, The Town passed and adopted Section §2.35.030 of the Highland Municipal Code which provides in pertinent part that the Town Council is authorized to budget and appropriate funds from the general fund of the town to pay the expenses incurred in promoting the best interests of the town and that such expenses may include, but not necessarily be limited to those incurred in developing relations with other units of government or any other expenses of civic or governmental nature deemed by the Town Council to be in the interests of the Town; and,

**Whereas,** The Town Council has reviewed the matter, and now desires to make findings and determinations related to these recommendations and requests and to favor the recommendation and request of the Community Events Commission, as made at its meeting of December 13, 2012,

**Now Therefore Be it hereby Ordered** by the Town Council of the Town of Highland, Lake County, Indiana;

**Section 1.** That the following named municipal departments, agencies or departmental bureaus, be paid an elective honorarium in the amount specified, in appreciation and recognition of their contribution and support for the year's community events, as follows:

(A)	Parks and Recreation Department	\$600.00
(B)	Public Works Department (Agency)	\$300.00
(C)	VIPS Bureau of the Metropolitan Police Department	\$250.00
(D)	Police Explorers of the Metropolitan Police Department	\$250.00

**Section 2.** That the Town Council hereby finds and determines that the forgoing activities and items of expense are lawful and proper expenses incurred in promoting the best interests of the Town as set forth in Section §33.03 of the Highland Municipal Code which reads as follows:

§ 2.35.030 AUTHORITY OF TOWN COUNCIL TO REIMBURSE TOWN OFFICIALS FOR CERTAIN EXPENSES.

*The Town Council is hereby authorized to budget and appropriate funds from the general fund of the town to pay the expenses of, and to reimburse, town officials for expenses incurred in promoting the best interests of the town. Such expenses may include, but not necessarily be limited to meals, decorations, memorabilia, awards, expenses incurred in interviewing job applicants, expenses incurred in promoting industrial, commercial, and residential development, expenses incurred in developing relations with other units of government, and any other expenses of civic or governmental nature deemed by the Town Council to be in the interests of the town.*

**Section 3.** That the Town Council further finds and determines that the activities and expenses as described herein, while not paid from the Corporation General Fund, are uses and expenditures consistent with the purposes of the **Special Events Non Reverting Fund, when proper appropriations are accordingly approved;**

**Section 4.** That the Clerk-Treasurer is hereby authorized and instructed to prepare sufficient accounts payable vouchers against the appropriate fund and account for the benefit of each of the several municipal departments, agencies or bureaus as may be identified by the Community Events Commission, depicting the expense as an Honorarium or Stipend, in the amount herein fixed, to be paid to the proper *donation fund*, for the benefit of the named municipal department, agency or bureau, and to take such other measures to carry-out the purposes and objects of this order.

**Section 5.** That any actions taken by public officers in advance and in anticipation of the passage and adoption of this order, are hereby ratified, all pursuant to IC 36-1-4-16.

**Be it so ordered.**

**DULY, PASSED and ORDERED** by the Town Council of the Town of Highland, Lake County, Indiana, acting as the Works Board, this 28<sup>th</sup> day of December 2012 having passed by a vote of 5 in favor and 0 opposed.

**TOWN COUNCIL of the TOWN of  
HIGHLAND, INDIANA**

Bernie Zemen, President (IC 36-5-2-10)

Attest:

Michael W. Griffin, IAMC/MMC/CPFA/CPFIM  
Clerk-Treasurer (IC 33-16-4-1; IC 36-5-6-5)

**Comments from the Town Council Members  
(For the Good of the Order)**

- **Councilor Mark Herak:** • *Budget and Finance Chair • Liaison to the Board of Sanitary Commissioners • Liaison to the Community Events Commission • Park and Recreation Board Liaison.*

Councilor Herak conveyed New Year's greetings. He further noted that new signs were being installed through the various parks.

Councilor Herak further noted that the Board of Sanitary Commissioners were considering approaches for solid waste management services to inform the bid solicitation for curbside waste collection. He noted that the current solid waste curbside collection contract expires in March 2013.

- **Councilor Dan Vassar:** • *Redevelopment Commission Liaison.*

Councilor Vassar expressed New Year's sentiments to all in attendance the municipal workforce.

Councilor Vassar noted that the Town Theater renovation was proceeding and great part owing to several volunteers who work or contact in the building trades.

- **Councilor Konnie Kuiper:** • *Fire Department, Liaison • Town Board of Metropolitan Police Commissioners Liaison • Chamber of Commerce Liaison.*

Councilor Kuiper expressed New Year's greetings to all.

- **Councilor Brian Novak:** • *Advisory Board of Zoning Appeals, Liaison • Traffic Safety Commission Member • Northwestern Indiana Regional Planning Commission member • Lake County Solid Waste Management District Board Member.*

Councilor Novak conveyed New Years wishes to all.

- **Councilor Bernie Zemen:** *Town Executive • Chamber of Commerce Liaison • Police Pension Board Chairman • Plan Commission member • Liaison to the Board of Waterworks Directors*

The Town Council President offered New Year's greetings to all and reminded all to attend the Fireworks at Main Square Park commencing on New Year's Eve.

#### **Comments from the Public or Visitors**

1. Colleen Aguirre, 2922 Churchill Lane, Highland, representing Operation SOS, volunteer group which sends gift parcels and offers other support for soldiers in Afghanistan and Iraq, reported that Operation SOS had obtained a van to be conveyed to a returning injured veteran to support the veteran's "return to independence".

**Payment of Accounts Payable Vouchers.** There being no further comments from the public, Councilor Novak moved to allow the vendors accounts payable vouchers as filed on the pending accounts payable docket, covering the period December 11, 2012 through December 28, 2012 as well as the Payroll Docket for the payday of November 30, 2012. Councilor Kuiper seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The accounts payable vouchers for vendors were allowed and the Clerk-Treasurer was authorized to make payment.

#### **Vendors Accounts Payable Docket:**

**General Fund, \$483,270.98; Motor Vehicle Highway and Street (MVH) Fund, \$60,754.02; Local Road and Street (LRS) Fund, \$3,244.16; VIPS/Parks Public Safety Fund, \$3,794.00; Law Enforcement Training and Supply Fund, \$5,240.14; Corporation Bond and Interest Non-exempt Fund, \$294,500.00; Innkeepers Tax Fund, \$1,116.00; Information and Communications Technology Fund, \$4,876.15; Civil Donation Fund, \$823.78; Special Events Non Reverting Fund, \$177.10; Cumulative Capital Improvement Fund, \$22,146.64; Municipal Cumulative Capital Development Fund, \$77,411.92; Traffic Violations and Law Enforcement Agency Fund, \$5,929.00; Sexual Predator Grant Fund, \$3,015.00; Gaming Revenue Sharing Fund, \$16,564.63; Corporation Capital Fund, \$2,577.42; Special Public Safety Fund, \$2,608.59. Total: \$988,049.53.**

#### **Payroll Docket, payday of November 30, 2012:**

*Council Boards and Commissions, \$8,404.00; Office of the Clerk-Treasurer, \$12,365.43; Building and Inspection Department, \$5,876.72; Metropolitan Police Department, \$92,578.12; Fire Department, \$2,840.60; Public Works Department (Agency), \$57,229.92; and Police Pension Trust Fund (1925 Act), \$61,064.89; Total: \$240,359.68.*

**Adjournment.** Councilor Vassar moved that the plenary meeting be adjourned. Councilor Kuiper seconded. Upon a vote *viva voce*, the motion passed. The regular plenary meeting of the Town Council of Thursday, December 28, 2012 was adjourned at 7:29 O'clock p.m. There was no study session following the meeting.

Michael W. Griffin, IAMC/MMC/CPFA/CPFIM  
Clerk-Treasurer